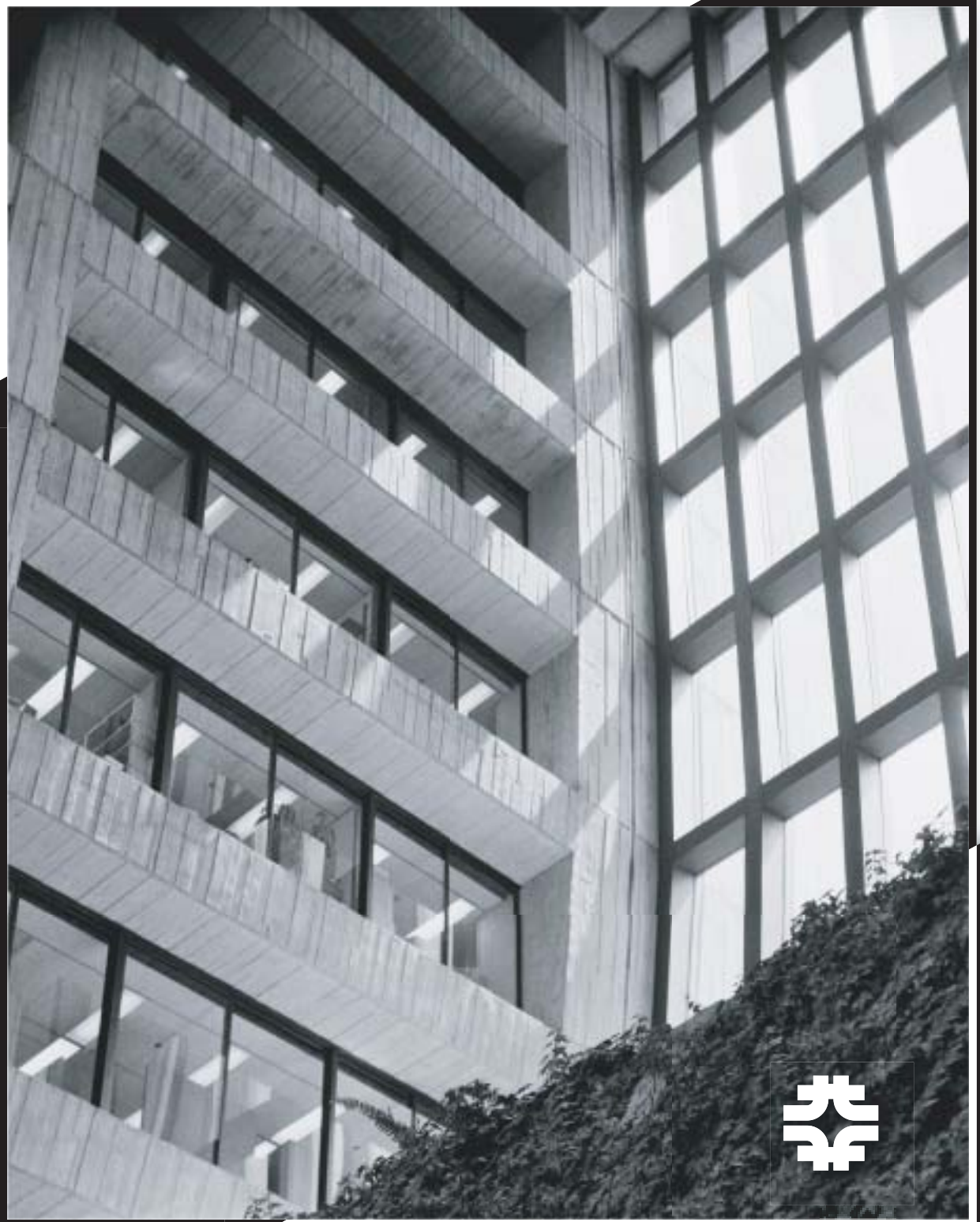


# Training and Development Course Catalog



**Fermilab FY03**

## INTRODUCTION

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The Training and Development Course Catalog FY03 lists all courses currently scheduled from October 2002 through September 2003. The catalog is divided into four main categories according to the courses listed: Computer, General, Management and Technical. New courses may be added to this schedule as needs are identified. You can keep up-to-date with additions to the course schedule by checking the Training and Development website at: <http://fnalpubs.fnal.gov/train-dev/courses.html>.

### Who is eligible for enrolling in courses?

All Fermilab employees, visitors, on-calls and coops are eligible to enroll in courses.

### How do I enroll?

Enrolling is as easy as "point and click."

1. Browse the course catalog and select the course you want.
2. Click on the course title.
3. Click on "Enroll."
4. Enter your Fermilab ID and click "submit."
5. A confirmation will appear telling you that you have been enrolled.

### How do I request a course if it is not scheduled?

If you are interested in a course that is not available, contact Dotti Swanson at [dotti@fnal.gov](mailto:dotti@fnal.gov).

### How do I drop a course?

Due to the contractual nature of vendor courses, you must drop a course eleven business days before the beginning date of the course. (Or, you may arrange for someone else to attend in your place.) If you do not drop a course with eleven business days notice, your Division/Section department will be charged.

To drop a course:

1. Enter the Train database at [http://www-esh.fnal.gov/pls/default/class\\_sched.html](http://www-esh.fnal.gov/pls/default/class_sched.html).
2. Select the class category of the course you want to drop and click "Submit."
3. Select the "Drop A Course" button on the upper left-hand side of the page.
4. Select the course you wish to drop by checking the box to the left of the course.
5. Press the confirmation button.

If you are dropping a non-vendor course, you must provide seven days notice.

### What is the Training and Development course cancellation policy?

Contracts with vendors require minimum enrollments. If the minimum is not met, the course will be cancelled and you will be notified.

### Where is the Training Center located?

The Fermilab Training Center is located on Road A-1 approximately 1 mile north of Wilson Hall on the East side of the road (adjacent to the old Meson building).

### What is the best way to dress for the Training Center location?

Because the Training Center must accommodate the preferences of many people, the temperature in the training rooms may be a little cooler or warmer than you prefer. As a result, it is best to wear layered clothing and to bring a sweater or jacket.

## TRAINING AND DEVELOPMENT DEPARTMENT

If you have any questions regarding Training and Development courses, please contact us:

Barbara Brooks, Manager	x 5021
Larry Thompson, Training Specialist	x 8806
Dotti Swanson, Administrator	x 4365

## COMPUTER COURSES

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### **LS000065      Authoring Technical Reports Using Microsoft Word**

Prerequisite: Basic Microsoft Word Skills  
Objective: To learn techniques for authoring scientific reports using templates and style sheets.  
Content: Review basics such as setting margins and columns and inserting special characters, graphics and figures. Learn how to set up styles to format reports and practice using document templates from PR-STAB and JACoW. Get tips on inserting graphics and figures.  
Date/Time: (Choose one class) 4/15/03 at 1:30 PM - 5:00 PM or 4/22/03 at 1:30 PM - 5:00 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: Sara Webber  
Fee: \$0

### **LS000714      AutoCAD**

Prerequisite: None  
Objective: To help design professionals use AutoCAD more efficiently.  
Content: Includes new user interface; creating and accessing drawings; layers and object properties, crosshatching, dimensioning, utility commands, drawing setup and utilities; object snaps, printing and plotting.  
Date/Time: (Three-session course) Meets Tuesday – Thursday, 2/25/03 - 2/27/03 at 8:30 AM - 4:30 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: Cadtech (Vendor)  
Fee: \$600

### **LS000802      C++ for Non-C Programmers**

Prerequisite: Prior programming experience.  
Objective: To learn the syntax of the C++ Programming Language and the fundamentals of Object-Oriented Programming in C++.  
Content: Participants gain the necessary skills to write, debug, test and implement C++ programs using the I/O Stream library. All units are followed by a hands-on programming laboratory.  
Date/Time: (Twenty-session course) Meets Monday – Friday, 1/06/03 - 1/31/03 at 8:30 AM - 12:00 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: Jo Ann Smith (Vendor)  
Fee: \$800

### **LS000069      Cascading Style Sheets: Introduction**

Prerequisite: Intermediate HTML: Columns, Frames & Enhanced Layout or knowledge of same.  
Objective: To learn the skills needed to enhance a site with more sophisticated layouts and text formatting.  
Content: Cascading Style Sheets is an enhancement to HTML. It provides more control of page layout and text formatting that in turn makes it easy to apply the design of one page to multiple pages on your site. Learn to build attractive page layouts; precisely format and position text with the same level of control previously found only in desktop publishing software; create special effects such as drop shadows and highlighting; apply design decisions made for one page to a group of pages.  
Date/Time: 2/13/03 at 9:00 AM - 4:00 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: Westlake Internet (Vendor)  
Fee: \$250

### **LS000070      Designing Web Graphics: Introduction**

Prerequisite: Intermediate HTML: Columns, Frames & Enhanced Layout or knowledge of same.  
Objective: To learn the fundamental design concepts needed to create fast-loading, attractive web pages and graphics.  
Content: You will learn to: select colors appropriate for web graphics; optimize and compress images for the web; create transparent images; incorporate three-dimensional effects; and slice graphics into HTML tables using Image-Ready.  
Date/Time: 2/18/03 at 9:00 AM - 4:00 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: Westlake Internet (Vendor)  
Fee: \$250

**LS000709      Excel 2000: Advanced**

Prerequisite: Excel 2000: Intermediate or knowledge of same.  
Objective: To learn advanced techniques for analyzing and manipulating data in Excel.  
Content: Learn to customize toolbars and create styles and templates and work with the IF IS and VLOOKUP functions and the auditing features; create decision-making functions; analyze worksheet data by creating pivot tables; compare and contrast workbook files and file links; create and modify pivot tables; outline and consolidate worksheets and analyze worksheet data by using the Scenario Manager; display and protect worksheet data by locking cells; link cells in different workbooks; use the Goal Seek and Solver utilities; record and modify macros by using the Visual Basic Editor and create and work with interactive web documents.  
Date/Time: (Choose one class) 12/12/02 at 9:00 AM - 4:30 PM or 6/02/03 at 9:00 AM - 4:30 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: DCG (Vendor)  
Fee: \$95

**LS000701      Excel 2000: Intermediate**

Prerequisite: Excel 2000 Introduction or knowledge of same.  
Objective: To learn the skills and concepts necessary to create charts and to use the list-management capabilities of Excel 2000.  
Content: Learn to create charts that graphically represent worksheet data; modify charts; work with embedded charts and customize charts by applying formatting; enhance worksheets and charts by using the drawing tools to add graphic objects; sort information in a list by using the Data, Sort command; look at design considerations to enhance a worksheet; locate information quickly in a list that meets specified conditions by using the advanced filter feature.  
Date/Time: (Choose one class) 11/04/02 at 9:00 AM - 4:30 PM or 5/06/03 at 9:00 AM - 4:30 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: DCG (Vendor)  
Fee: \$95

**LS000704      Excel 2000: Introduction**

Prerequisite: Basic computer skills.  
Objective: To introduce the user to the functionality of working with worksheets and the workbook environment.  
Content: Identify the disadvantages of paper spreadsheets and the advantages of electronic spreadsheets by exploring both. Create a basic worksheet by entering text, values, and formulas. Create formulas using Excel's built-in functions. Move and copy data by using shortcut menus, drag-and-drop editing, and toolbar buttons. Change the appearance of worksheet data by using a variety of formatting techniques. Prepare a document for printing by using the spell checking feature and a variety of printing options. Use the three-dimensional aspect of the Excel workbook environment by creating formulas that refer to cells on multiple worksheets. Save an Excel workbook as a web page.  
Date/Time: (Choose one class) 10/22/02 at 9:00 AM - 4:30 PM or 4/10/03 at 9:00 AM - 4:30 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: DCG (Vendor)  
Fee: \$95

**LS000731      FileMaker Pro V5: Intermediate**

Prerequisite: FileMaker Pro 5.0: Introduction and a basic understanding of your computer's OS.  
Objective: To learn how to design databases that make data entry more efficient and accurate. Students will also create a relational database system that allows databases to share information.  
Content: Upon completing this course, students will be able to use repeating fields to allow multiple entries in one field; create checkboxes, radio buttons, and pop-up menus from named value lists; use Auto-Enter options to speed data entry; relate information in multiple databases together to provide a dynamic link between database files; create one-to-one, one-to-many, and many-to-many relationships; list records from one database in a related database and summarize data by several criteria in one database and across databases.  
Date/Time: (Choose one class) 2/05/03 at 9:00 AM - 4:30 PM or 9/15/03 9:00 AM - 4:30 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: DCG (Vendor)  
Fee: \$95

<b>LS000730</b>	<b>FileMaker Pro V5: Introduction</b>
Prerequisite:	Basic understanding of the computer's operating system.
Objective:	To learn the basics of FileMaker Pro in order to create and use databases to organize information.
Content:	Learn how to create a new database; define fields of various types; find records using single and multiple criteria including logical searches, AND searches and OR searches; sort records by various criteria; format text, numbers, fields, and objects in layouts; modify an existing layout; create new layouts, including data entry layouts, columnar reports, and mailing labels; define and use calculation fields and use merge fields to create a form letter layout.
Date/Time:	(Choose one class) 12/19/02 at 9:00 AM - 4:30 PM or 8/28/03 at 9:00 AM - 4:30 PM
Place:	Computer Training Room, Training Center, Rd 1-A
Instructor:	DCG (Vendor)
Fee:	\$95
<b>LS000068</b>	<b>HTML Advanced: Introduction to Forms and Scripting</b>
Prerequisite:	Intermediate HTML: Columns, Frames, and Enhanced Layout or knowledge of same.
Objective:	To learn how to create HTML forms and write a script that processes information submitted via that form. To discover how to use JavaScript to ensure that users enter data in the format you want.
Content:	You will learn how to develop online forms (for placing orders, requesting information, etc); write basic scripts to process form submissions, e-mailing the information the user submitted and displaying a response on screen and implement basic JavaScript to validate your forms ensuring that the user fills in the form properly.
Date/Time:	2/12/03 at 9:00 AM - 4:00 PM
Place:	Computer Training Room, Training Center, Rd 1-A
Instructor:	Westlake Internet (Vendor)
Fee:	\$250
<b>LS000067</b>	<b>HTML Intermediate: Columns, Frames and Enhanced Layout</b>
Prerequisite:	HTML Introduction: Introduction to Web Publishing.
Objective:	To explore the more sophisticated HTML techniques needed to enhance web pages with frames, columns, image maps, image rollovers, and more.
Content:	Learn how to create columns and frames; build image maps; include META tags to optimize pages' search engine standings; and design complex tables for laying out your page and for displaying data.
Date/Time:	2/11/03 at 9:00 AM - 4:00 PM
Place:	Computer Training Room, Training Center, Rd 1-A
Instructor:	Westlake Internet (Vendor)
Fee:	\$250
<b>LS000066</b>	<b>HTML Introduction: Introduction to Web Publishing</b>
Prerequisite:	Comfortable using the Internet.
Objective:	To learn the skills, techniques, and strategies needed to successfully create a first web site.
Content:	Learn how to format and lay out text in HTML; insert and position graphics; add color; link to other pages and sites and design tables.
Date/Time:	2/10/03 at 9:00 AM - 4:00 PM
Place:	Computer Training Room, Training Center, Rd 1-A
Instructor:	Westlake Internet (Vendor)
Fee:	\$250
<b>LS000806</b>	<b>JAVA: Introduction</b>
Prerequisite:	Understanding of structured programming using C or Cobol.
Objective:	To learn JAVA programming.
Content:	Gain an understanding of the JAVA language environment; study JAVA language syntax; use the JAVA CLASS construct for implementing object models and use JAVA data structures and object-oriented design techniques.
Date/Time:	(Five-session course) Monday – Friday, 10/14/02 -10/18/02 at 9:00 AM - 4:30 PM
Place:	Computer Training Room, Training Center, Rd 1-A
Instructor:	Tier Training (Vendor)
Fee:	\$1,200

**LS000812 Meeting Maker**

Prerequisite: Meeting Maker Account (must know your username and password).  
Objective: To learn how to use Meeting Maker to manage your own schedule and to schedule meetings with others.  
Content: Each participant will work at a computer in his/her own Meeting Maker account to learn the most commonly used features including how to log in, change preferences, schedule activities and meetings, use the to-do list, add banners, create and use proxies, master schedules and respond to meeting proposals and messages.  
Date/Time: 12/10/02 at 10:00 AM - 12:00 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: Sara Webber  
Fee: \$0

**LS000708 MS Access 2000: Intermediate**

Prerequisite: MS Access 2000: Introduction or knowledge of same.  
Objective: To enhance database design skills by using the principles of normalization and table relationships. To query multiple tables for data that is used in customized forms and reports. To create data access pages to share data over an intranet or the Internet.  
Content: Normalize sample tables by identifying design problems. Establish relationships between tables by analyzing table relationships and enforcing referential integrity. Customize table designs by setting field properties to maintain data integrity, by creating a lookup list, and by creating indexes. Design select queries by using multiple tables to calculate, group, average, and concatenate values and to show top values. Customize form designs by creating calculated fields, combo boxes, and unbound controls. Interact with data through a browser by creating and using data access pages. Customize report designs by grouping, sorting, and summarizing data, and by adding subreports.  
Date/Time: (Choose one class) 3/11/03 at 9:00 AM - 4:30 PM or 8/25/03 at 9:00 AM - 4:30 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: DCG (Vendor)  
Fee: \$95

**LS000707 MS Access 2000: Introduction**

Prerequisite: None  
Objective: To learn how to use the Access database to navigate and enter and retrieve data.  
Content: Learn Microsoft's newest database management system starting with a primer of database theory. Explore Access' objects such as tables, forms, reports, and queries. Learn how to create a table and how to modify tables already made. Learn to find and edit specific pieces of information from tables. Learn what to consider when making tables—explore data validation principles. Learn queries, how to develop, use, and print them. Explore form creation. Customize how forms will look and function. Create custom reports to detail data. Report modification is covered to format data the way you want it. Lastly, learn how to copy objects from one database to another and how to bring data into Access from other applications, and how to perform database maintenance procedures.  
Date/Time: (Choose one class) 2/17/03 at 9:00 AM - 4:30 PM or 7/14/03 at 9:00 AM - 4:30 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: DCG (Vendor)  
Fee: \$95

**LS000811 PERL: Advanced**

Prerequisite: Users who have experience with PERL Scripting or equivalent experience.  
Objective: To develop a working knowledge of the programming language PERL.  
Content: Advanced PERL is a high-level, multi-purpose language that offers a wide range of functions for system administration, programming, distributed computing and other areas. This is a hands-on course. Topics include data references and anonymous storage; implementing complex data structures; typeglobs and symbol tables; subroutine references and closures; eval and modules; object-oriented programming; object-orientation; tie, persistence and implementing object persistence; networking with sockets and networking; user interfaces with Tk; GUI example: tetris, GUI example: man page viewer; template-driven code generation; extending PERL, embedding PERL: The Easy Way and PERL internals.  
Date/Time: (Three-session course) Monday – Wednesday 11/18/02 - 11/20/02 at 9:00 AM - 4:30 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: Tier Training (Vendor)  
Fee: \$900

**LS000809      PERL: Introduction**

Prerequisite: Ability to use UNIX or Windows editors and basic script language concepts.  
Objective: To introduce PERL with real-life examples and hands-on experience.  
Content: Includes: Introduction to PERL; scalar data, lists and arrays; subroutines, hashes, I/O basics, concepts of regular expressions; more about regular expressions and using regular expressions; more control structures; filehandles and file tests; directory operations; manipulating files and directories; process management; strings and sorting; simple databases and some advanced PERL techniques.  
Date/Time: (Four-session class) Monday – Thursday, 11/11/02 - 11/14/02 at 9:00 AM - 4:30 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: Tier Training (Vendor)  
Fee: \$1,100

**LS000711      PowerPoint 2000: Advanced**

Prerequisite: PowerPoint 2000: Intermediate or knowledge of same.  
Objective: To learn the advanced features of PowerPoint and how to embed Microsoft Word tables and Excel charts into a presentation.  
Content: Create a custom template by selecting a color scheme, background fill, fonts and clip art. Enhance a presentation using custom clip art, animation and movies. Work with embedded and imported objects using Microsoft applications. Customize the PowerPoint environment by modifying toolbars and using the Options dialog box. Build interactive presentations by creating hyperlinks and action buttons and create custom slide shows. Become familiar with collaboration features by creating online meetings and broadcast presentations.  
Date/Time: (Choose one class) 12/17/02 at 9:00 AM - 4:30 PM or 5/19/03 at 9:00 AM - 4:30 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: DCG (Vendor)  
Fee: \$95

**LS000706      PowerPoint 2000: Introduction**

Prerequisite: Basic computer skills.  
Objective: To learn the basic skills necessary to effectively create presentations in Microsoft PowerPoint.  
Content: Learn to start the PowerPoint program; identify on-screen features and navigate through a presentation; create and edit bullet slides, use drawing tools to create a slide; incorporate clip art and WordArt objects in a slide; create and enhance organization charts and create and edit charts by using Microsoft Graph; change the overall appearance of a presentation by using design templates and the slide master; run a slide show and become familiar with slide show options; add notes to a slide; preview and save a presentation as a web page and open a locally stored presentation in Internet Explorer.  
Date/Time: (Choose one class) 11/06/02 at 9:00 AM - 4:30 PM or 4/17/03 at 9:00 AM - 4:30 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: DCG (Vendor)  
Fee: \$95

**LS000078      Publishing Web Pages at Fermilab**

Prerequisite: Basic web development skills.  
Objective: To apply what you have learned in web development classes to your work at Fermilab.  
Content: An introduction to web resources and the tools and services that are available at Fermilab. Learn how and where to publish at Fermilab. Discuss what (and what not) to publish at the Lab. Learn how to target your audience. Discuss appropriateness, professionalism, and suitability. Learn about security, privacy and restricted access.  
Date/Time: 2/24/03 at 9:00 AM - 12:00 PM  
Place: Computer Training Room, Training Center, Rd 1-A  
Instructor: Judith Nicholls  
Fee: \$0

<b>LS000077</b>	<b>Putting Information on the Web</b>
Prerequisite:	Familiarity with using the web.
Objective:	To learn how to develop and post web pages.
Content:	Introduction to the basic structure of web pages; using HTML editors; choosing and using web tools; converting documents for the web; making usable web pages; simple layout suggestions; and basic structure of web servers. By the end of this course participants will be able to create their own professional home page and maintain web pages. Hands-on practice is included.
Date/Time:	(Three-session course) Monday, Wednesday and Thursday 10/21/02, 10/23/02 and 10/24/02 at 9:00 AM - 12:00 PM
Place:	Computer Training Room, Training Center, Rd 1-A
Instructor:	Judith Nicholls
Fee:	\$0
<b>LS000072</b>	<b>Web Site Accessibility: Section 508</b>
Prerequisite:	HTML Intro/Intermed/Adv; Intro to Cascading Style Sheets or equivalent.
Objective:	To explore solutions for making your website usable for everyone.
Content:	Is your site accessible to persons with sensory and physical disabilities? Upgrading your site to full compliance with Section 508 of the Rehabilitation Act is a legal requirement for US Gov. agencies and contractors. You will master site design and specific coding techniques necessary to bring your site into compliance with all 16 requirements of Section 508. Learn the requirements in detail and master implementing them through an extensive series of real-life projects.
Date/Time:	2/20/03 at 9:00 AM - 4:00 PM
Place:	Computer Training Room, Training Center, Rd 1-A
Instructor:	Westlake Internet (Vendor)
Fee:	\$250
<b>LS000710</b>	<b>Windows 2000: Introduction</b>
Prerequisite:	None
Objective:	To provide users with the basic skills needed for Windows 2000.
Content:	Learn how to log on to Windows 2000, shut down and restart the operating system and work with desktop objects and windows. Navigate to information stored on the computer. Use Windows Explorer to manage files and folders. Use common Windows 2000 program techniques by working with WordPad and Paint. Customize the Windows 2000 desktop to best suit your needs. Use My Network Places to browse the network and view connections; use the Active Directory to browse and search shared folders and activate the Offline Files feature, make changes to a file, and then synchronize the copies on the domain and their computers. Manage and administer the workstation by using the Microsoft Management Console, the Control Panel and the NTFS used in Windows 2000.
Date/Time:	4/02/03 at 9:00 AM - 4:30 PM
Place:	Computer Training Room, Training Center, Rd 1-A
Instructor:	DCG (Vendor)
Fee:	\$95
<b>LS000712</b>	<b>Word 2000: Advanced</b>
Prerequisite:	Word 2000: Intermediate or knowledge of same.
Objective:	To learn how to apply styles, create forms, use form fields, add graphics, work with large documents, share documents and prepare documents as intranet web pages.
Content:	Use advanced techniques for working with styles. Create and use templates and forms. Enhance documents by drawing in a document and using clip art and WordArt. Manage long documents by adding a table of contents, an index, bookmarks, cross-references, and odd and even headers and footers, and by adjusting margins for document binding. Manage document changes by creating different versions of a document, tracking document changes, adding comments, and accepting or rejecting document changes. Prepare a document for an intranet by inserting hyperlinks, sound, a movie clip and scrolling text into a web page.
Date/Time:	(Choose one class) 3/03/03 at 9:00 AM - 4:30 PM or 9/08/03 at 9:00 AM - 4:30 PM
Place:	Computer Training Room, Training Center, Rd 1-A
Instructor:	DCG (Vendor)
Fee:	\$95



**LS000702 Word 2000: Intermediate**

Prerequisite: Word 2000: Introduction or knowledge of same.

Objective: To increase the skill level of Word users by learning how to create and control section breaks, tables, styles, templates, macros and web pages.

Content: Learn to create, modify and perform calculations in and import data into tables. Learn to scroll and search in a document. Look at the AutoCorrect feature. Use styles to affect the appearance of paragraphs and create outlines. Create and use templates, and create a fax template. Merge a document with data to create multiple variations of a document. Create, assign, run and edit macros. Learn basic character and paragraph formatting skills. Format text in columns with graphics and use section breaks to format a document. Discuss the Internet, understanding the World Wide Web and Word Internet features.

Date/Time: (Choose one class) 12/18/02 at 9:00 AM - 4:30 PM or 6/09/03 at 9:00 AM - 4:30 PM

Place: Computer Training Room, Training Center, Rd 1-A

Instructor: DCG (Vendor)

Fee: \$95

**LS000705 Word 2000: Introduction**

Prerequisite: Mouse and keyboard skills.

Objective: To understand the basic concepts in working with a personal computer.

Content: Learn how to create and save a document; open an existing document and use simple editing techniques. Navigate in a large document by using the mouse and keyboard. Edit a document by using more sophisticated techniques including moving and copying text within a document and between documents. Apply and remove character and paragraph formatting. Use tabs and create and modify a table structure. Adjust margins, add and delete page breaks and create headers and footers. Learn to print envelopes and labels. Create a web page using themes and existing Word features.

Date/Time: 4/24/03 at 9:00 AM - 4:30 PM

Place: Computer Training Room, Training Center, Rd 1-A

Instructor: DCG (Vendor)

Fee: \$95

**LS000071 Writing for the Web**

Prerequisite: Comfortable using the Internet.

Objective: To build a well-written, user-sensitive site that both attracts new visitors and keeps current users returning.

Content: Learn how users process text information on the web as well as techniques for making pages clear, appealing and rewarding. This course involves a great deal of class discussion and focuses on cognitive processes and ideas rather than specific coding techniques.

Date/Time: 2/19/03 at 9:00 AM - 4:00 PM

Place: Computer Training Room, Training Center, Rd 1-A

Instructor: Westlake Internet (Vendor)

Fee: \$250

## GENERAL COURSES

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<b>LS000064</b>	<b>Accomplishment Report Writing Workshop</b>
Prerequisite:	Completion of the online Accomplishment Report Writing class.
Objective:	To complete documentation of an Accomplishment Report.
Content:	Participants work on the draft version of their Accomplishment Report and receive instructor feedback.
Date/Time:	(Choose one class) 6/03/03 at 10:00 AM - 12:00 PM, 6/04/03 at 10:00 AM - 12:00 PM, 6/05/03 at 2:00 PM - 4:00 PM, 6/10/03 at 2:00 PM - 4:00 PM, 6/11/03 at 2:00 PM - 4:00 PM, 6/12/03 at 10:00 AM - 12:00 PM, 6/17/03 at 10:00 AM - 12:00 PM, 6/18/03 at 10:00 AM - 12:00 PM, 6/19/03 at 2:00 PM - 4:00 PM, 6/24/03 at 2:00 PM - 4:00 PM, 6/25/03 at 2:00 PM - 4:00 PM, 6/26/03 at 10:00 AM - 12:00 PM, 7/01/03 at 10:00 AM - 12:00 PM, 7/08/03 at 2:00 PM - 4:00 PM, 7/10/03 at 10:00 AM - 12:00 PM
Place:	Large Training Room, Training Center, Rd-1A
Instructor:	Sara Webber
Fee:	\$0
<b>LS000055</b>	<b>Dealing With Difficult People</b>
Prerequisite:	None
Objective:	To learn how to deal with difficult people respectfully while sustaining a productive work environment at the same time.
Content:	This class focuses on both assessing the difficult person and on strategies for handling the situations they create.
Date/Time:	11/04/02 at 1:00 PM - 4:30 PM
Place:	Large Training Room, Training Center, Rd-1A
Instructor:	Rich McGourty (Vendor)
Fee:	\$60
<b>LS000057</b>	<b>Differences in Work Style</b>
Prerequisite:	None
Objective:	To become aware of your work style preferences.
Content:	Each individual has a certain work style and communication preferences. This class makes use of a widely used survey (Myers-Briggs Type Indicator - MBTI) to sharpen an understanding of individual work style preferences and the challenges of the work place.
Date/Time:	12/09/02 at 1:00 PM - 4:30 PM
Place:	Large Training Room, Training Center, Rd-1A
Instructor:	Rich McGourty (Vendor)
Fee:	\$60
<b>LS000056</b>	<b>Effective Meetings</b>
Prerequisite:	None
Objective:	To learn the steps to conducting a successful meeting.
Content:	Running effective meetings is a skill. The class will help you to: identify the objective of a meeting, create an agenda, set the tone and establish ground rules, facilitate the discussion and insure that minutes are properly recorded.
Date/Time:	11/18/02 at 1:00 PM - 4:30 PM
Place:	Large Training Room, Training Center, Rd-1A
Instructor:	Rich McGourty (Vendor)
Fee:	\$60
<b>LS000063</b>	<b>Exercising Positive Influence</b>
Prerequisite:	None
Objective:	To learn strategies for positively influencing work relationships.
Content:	This class emphasizes an understanding of what individuals can do to direct and influence others. Learn how to influence according to the style of the other person.
Date/Time:	9/08/03 at 1:00 PM - 4:30 PM
Place:	Large Training Room, Training Center, Rd-1A
Instructor:	Rich McGourty (Vendor)
Fee:	\$60

**LS000044      Goal Setting for Employees**

Prerequisite: Familiarity with the Fermilab Performance Management System.  
Objective: To help employees develop performance goals.  
Content: The course includes discussion of goals, goal development and achievement. Half of the class time is hands-on practice with immediate feedback.  
Date/Time: (Choose one class) 11/06/02 at 9:00 AM - 11:00 AM, 12/05/02 at 1:00 PM - 3:00 PM, 1/14/03 at 9:00 AM - 11:00 AM, 2/03/03 at 1:00 PM - 3:00 PM, 3/05/03 at 1:00 PM - 3:00 PM, 4/10/03 at 9:00 AM - 11:00 AM, 5/13/03 at 1:00 PM - 3:00 PM, 6/10/03 at 9:00 AM - 11:00 AM, 7/10/03 at 1:00 PM - 3:00 PM, 7/21/03 at 9:00 AM - 11:00 AM  
Place: Large Training Room, Training Center, Rd-1A  
Instructor: Larry Thompson  
Fee: \$0

**LS000058      Interpersonal Skills**

Prerequisite: None  
Objective: To learn skills for enhancing interpersonal communication.  
Content: This session provides the participants an opportunity to test their interpersonal skills -- refreshing those they have and gaining new perspectives on how their skills can be best put to use. Feedback is used to help participants better understand their communication strengths and identify where they need to improve.  
Date/Time: 9/23/03 at 1:00 PM - 4:30 PM  
Place: Large Training Room, Training Center, Rd-1A  
Instructor: Rich McGourty (Vendor)  
Fee: \$60

**FN000313      Sexual Harassment Training For FNAL Employees**

Prerequisite: None  
Objective: To raise awareness of issues surrounding workplace sexual harassment discrimination.  
Content: Discussion of sexual harassment discrimination, examples of sexual harassment behavior and Fermilab's policy on sexual harassment.  
Date/Time: (Choose one class) 10/15/02 at 9:30 AM - 11:00 AM, 2/05/03 at 2:00 PM - 3:30 PM, 5/14/03 at 9:30 AM - 11:00 AM, 8/18/03 at 2:00 PM - 3:30 PM  
Place: WH1W Conference Room  
Instructor: Dianne Engram  
Fee: \$0

## MANAGEMENT COURSES

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### **LS000341      Accelerating Leadership**

Prerequisite: None  
 Objective: To identify and explore strategies for effective leadership.  
 Content: Course includes discussions on Leadership in Practical Terms, Clarifying Expectations and Understanding Structure, Managing in a Non-Traditional Setting, Interpersonal Skills, Managing Conflict, Working in Teams and Decision-Making.  
 Date/Time: (Six-session course) Tuesdays, 4/01/03, 4/08/03, 4/15/03, 4/22/03, 4/29/03, 5/06/03 at 1:00 PM - 4:30 PM  
 Place: Large Training Room, Training Center, Rd-1A  
 Instructor: Rich McGourty (Vendor)  
 Fee: \$0

### **LS000053      Behavioral Interviewing Techniques**

Prerequisite: None  
 Objective: To hire new employees who have a high probability of success by using behavior-based interviewing techniques.  
 Content: In today's competitive job market, it is crucial to not only recruit candidates, but to make the most appropriate hiring decisions for the long-term success of the organization. Behavioral interviewing teaches a competency-based approach to the interview process. Behavioral interviewing teaches managers to: identify job skills for a specific position; prepare questions for a behavior-based interview; conduct a behavioral interview; evaluate and select the top candidate and handle difficult interview situations. Legal aspects of interviewing are also covered. This class involves role plays and video tapes.  
 Date/Time: (Choose one class) 11/13/02 at 9:00 AM - 12:00 PM, 12/12/02 at 1:00 PM - 4:00 PM, 1/15/03 at 1:00 PM - 4:00 PM, 2/13/03 at 9:00 AM - 12:00 PM, 3/12/03 at 9:00 AM - 12:00 PM, 4/17/03 at 1:00 PM - 4:00 PM  
 Place: Large Training Room, Training Center, Rd-1A  
 Instructor: Elizabeth Verbeck  
 Fee: \$0

### **LS000060      Delegation, Time Management and Prioritization**

Prerequisite: None  
 Objective: To learn strategies for effective delegation and time management.  
 Content: The most powerful win-win-win managerial process is successful delegation. The manager regains time, the employee learns, and the organization gains depth and strength. A delegation opportunity is identified and planned.  
 Date/Time: 2/17/03 at 8:30 AM - 12:00 PM  
 Place: Large Training Room, Training Center, Rd-1A  
 Instructor: Rich McGourty (Vendor)  
 Fee: \$60

### **LS000048      Goal Setting for Supervisors of General Employees**

Prerequisite: Familiarity with the Fermilab Performance Management System.  
 Objective: To help supervisors of general employees develop performance goals.  
 Content: The course includes a review of goals; goal development and achievement; and exercises which enable the supervisor to lead the employee through the process of goal setting. Approximately half of class time is hands-on practice with immediate feedback.  
 Date/Time: (Choose one class) 11/11/02 at 1:00 PM - 4:30 PM, 12/02/02 at 1:00 PM - 4:30 PM, 1/13/03 at 1:00 PM - 04:30 PM, 2/17/03 at 1:00 PM - 4:30 PM, 3/10/03 at 1:00 PM - 4:30 PM, 6/12/03 at 1:00 PM - 4:30 PM  
 Place: Large Training Room, Training Center, Rd-1A  
 Instructor: Rich McGourty (Vendor)  
 Fee: \$0

<b>LS000061</b>	<b>Management, Leadership and Personal Style</b>
Prerequisite:	Management/supervisory experience.
Objective:	To identify your managerial strengths and development needs.
Content:	During this class participants will assess their strengths as a leader against the leadership needs of their work unit. A feedback instrument gives participants a look at themselves as a leader through the eyes of others. Case studies provide an opportunity to understand the need to fit personal style to the particular needs of the situation.
Date/Time:	3/10/03 at 8:30 AM - 12:00 PM
Place:	Large Training Room, Training Center, Rd-1A
Instructor:	Rich McGourty (Vendor)
Fee:	\$60
<b>LS000062</b>	<b>Managing Poor Performance</b>
Prerequisite:	None
Objective:	To equip managers with the knowledge and skills needed to address poor performance in ways which promote improved performance, support the goals and policies of the organization, and communicate respect for the individual.
Content:	Learn to: determine the causes of poor performance; provide clear performance expectations; address poor performance; initiate a discipline process and determine what is required of managers if termination is necessary.
Date/Time:	9/08/03 at 8:30 AM - 12:00 PM
Place:	Large Training Room, Training Center, Rd-1A
Instructor:	Rich McGourty (Vendor)
Fee:	\$60
<b>LS000042</b>	<b>Performance Appraisal Practicum for Managers and Supervisors</b>
Prerequisite:	Familiarity with the Fermilab Performance Management System.
Objective:	To provide managers and supervisors with the opportunity to document and deliver performance appraisals.
Content:	This course includes the following: reviewing and documenting the new Performance Appraisal form and conducting a Performance Appraisal discussion.
Date/Time:	(Choose one class) 5/12/03 at 8:30 AM - 12:00 PM, 5/12/03 at 1:00 PM - 4:30 PM, 6/09/03 at 8:30 AM - 12:00 PM, 6/09/03 at 1:00 PM - 4:30 PM, 7/14/03 at 8:30 AM - 12:00 PM, 7/14/03 at 1:00 PM - 4:30 PM, 8/04/03 at 8:30 AM - 12:00 PM, 8/04/03 at 1:00 PM - 4:30 PM, 8/11/03 at 8:30 AM - 12:00 PM, 8/11/03 at 1:00 PM - 4:30 PM
Place:	Large Training Room, Training Center, Rd-1A
Instructor:	Rich McGourty (Vendor)
Fee:	\$0
<b>LS000059</b>	<b>Praise and Recognition</b>
Prerequisite:	None
Objective:	To learn how to recognize and praise effective employee performance.
Content:	Learn how to express praise in ways that are appropriate for each employee. Discover how this communication process can increase employee morale and productivity.
Date/Time:	1/13/03 at 8:30 AM - 12:00 PM
Place:	Large Training Room, Training Center, Rd-1A
Instructor:	Rich McGourty (Vendor)
Fee:	\$60
<b>LS000073</b>	<b>Project Management- IT Professionals</b>
Prerequisite:	None
Objective:	To define the elements of successful project management.
Content:	This instructor-lead course provides the real-world tools needed to conceptualize, plan, implement and complete projects on time and within budget. Specifically, it covers the following: defining elements/phases of a successful project; defining the roles and responsibilities of project team members; exploring project dependencies; learning to collapse the critical path and defining project communication tools.
Date/Time:	(Two-session course. Choose one class) 11/07/02 - 11/08/02 at 9:00 AM - 4:30 PM or 5/14/03 - 5/15/03 at 9:00 AM - 4:30 PM
Place:	Large Training Room, Training Center, Rd-1A
Instructor:	Productivity Point (Vendor)
Fee:	\$325

<b>FN000312</b>	<b>Sexual Harassment Training for FNAL Managers and Supervisors</b>
Prerequisite:	None
Objective:	To assist managers and supervisors in becoming more proactive in eliminating sexual discrimination from the workplace.
Content:	Discussion of sexual harassment discrimination, examples of sexual harassment behavior and Fermilab's policy on sexual harassment.
Date/Time:	(Choose one class) 1/15/03 at 9:00 AM - 10:30 AM or 7/16/03 at 1:30 PM - 3:00 PM
Place:	WH1W Conference Room
Instructor:	Dianne Engram
Fee:	\$0
<b>LS000335</b>	<b>Supervisory Development</b>
Prerequisite:	None
Objective:	To provide new managers and supervisors with information related to their role as a Fermilab manager/supervisor.
Content:	Supervisory Responsibilities; EEOC; ADA; Sexual Harassment; Employee Assistance Program; Employment Process; Security; Communication; Discipline, Grievances; Salary Administration; and ES&H.
Date/Time:	(Twelve-session course) Tuesdays, 10/01/02, 10/08/02, 10/15/02, 10/22/02, 10/29/02, 11/05/02, 11/12/02, 11/19/02, 11/26/02, 12/03/02, 12/10/02, 12/17/02, and 12/18/02 at 9:00 AM - 12:00 PM
Place:	Large Training Room, Training Center, Rd-1A
Instructor:	Larry Thompson
Fee:	\$0
<b>LS000337</b>	<b>The Effective Manager</b>
Prerequisite:	None
Objective:	To introduce effective management techniques to Laboratory managers.
Content:	The following topics are covered: 1. Effective Management; 2. Solving Problems in a Project Management Environment; 3. Delegation and Development of Employees; 4. Developing People; Coaching, Feedback, and Performance Appraisal; 5. Managing Poor Performance; Progressive Discipline and Termination. The sixth session of this course is dedicated to a topic of interest chosen by the group members.
Date/Time:	(Six-session course) Mondays, 11/04/02, 11/11/02, 11/18/02, 11/25/02, 12/02/02, 12/09/02 at 8:30 AM - 12:00 PM
Place:	Large Training Room, Training Center, Rd-1A
Instructor:	Rich McGourty (Vendor)
Fee:	\$0

## TECHNICAL COURSES

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### **LS000501      Brazing**

Prerequisite: None

Objective: To develop an understanding of brazing processes and the factors that can cause it to fail.

Content: Session 1 topics include alloy selection, filler metals, surface preparation, joining dissimilar metals, oxide removal, oven technologies, vacuum furnace brazing, hydrogen retort brazing, induction brazing and preheating techniques. Safety concerns and techniques are also included. Session 2 and 3 includes hands-on experience with various techniques and equipment.

Date/Time: (Three-session course) 4/08/03 at 9:00 AM - 4:30 PM, 4/09/03 at 9:00 AM - 12:00 PM, 4/10/03 at 9:00 AM - 12:00 PM

Place: WH15NW Conference Room

Instructor: Alan Belohlav (Vendor)

Fee: \$250

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